



Illinois Commerce Commission eRelocator User Guide

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Overview

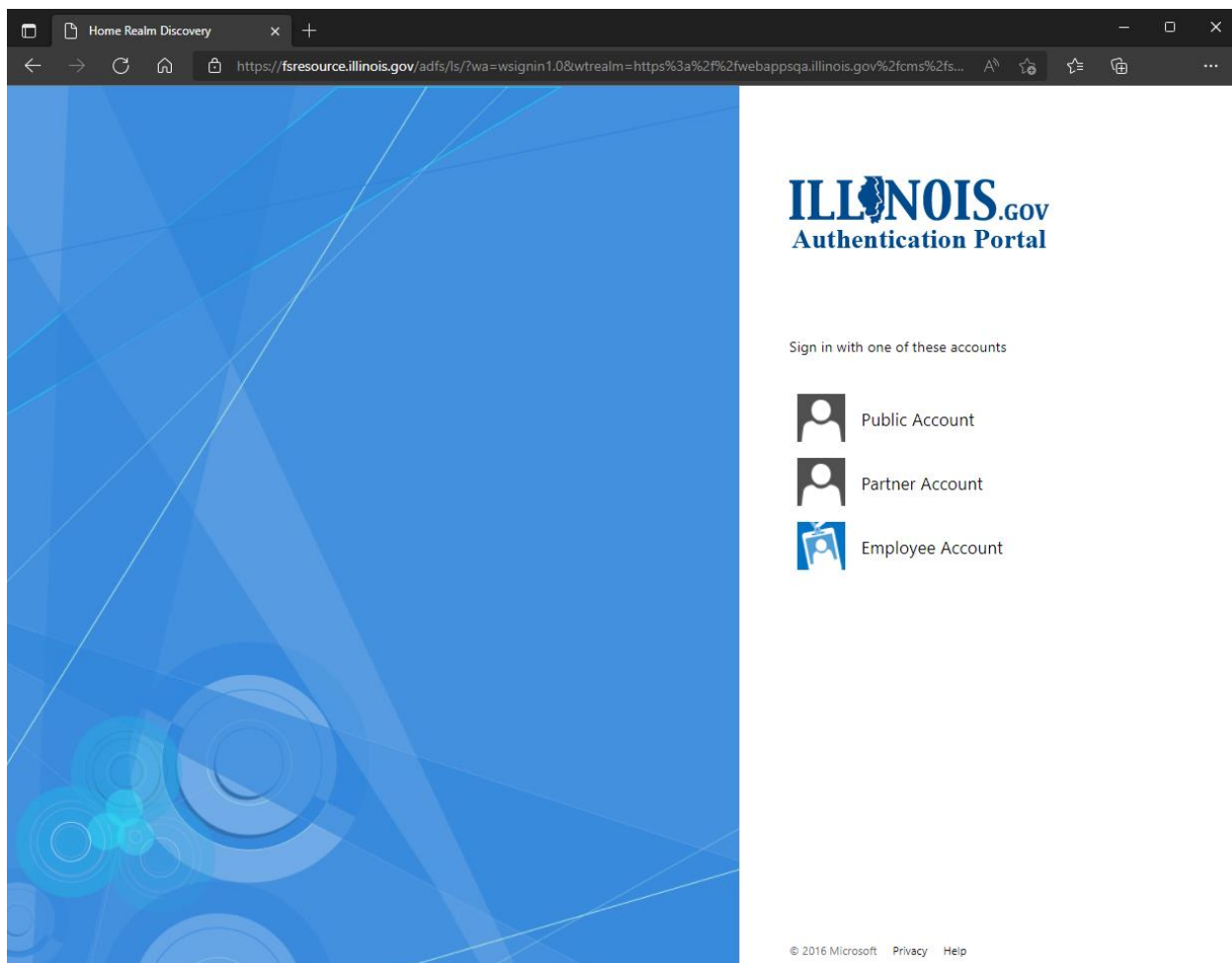
The Illinois Commerce Commission has implemented an electronic system for accepting contracts from Relocation Towers. The URL for this system is:

<https://icc.illinois.gov/efiling/mcis/relocator/>

For detailed information about Relocation Towing, you may visit the Transportation webpage on the ICC website at <https://icc.illinois.gov/authority/relocation-towing>.

Sign-on Page

To file on-line, you must enter a username, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form at <https://icc.illinois.gov/transportation> and submit it to the ICC Help Desk. The ICC Help Desk may be reached at 217-782-9230.





Welcome Page

After a successful sign-on, the Welcome page is displayed.

1. Select the appropriate box for what you need to accomplish

Illinois Commerce Commission

Relocator Contracts and Storage Lots (e-relocator)

In Illinois, private property owners have the right to have unauthorized vehicles removed from their premises. Ordinarily these actions are regulated by, and subject to, local ordinances. However, under the Illinois Commercial Relocation of Trespassing Vehicles Law, 625 ILCS 5/18a-100 et seq.[external link](#), any county may opt to provide that the towing of vehicles from private property be regulated by the Illinois Commerce Commission. In addition to the Illinois Commercial Relocation of Trespassing Vehicles Law, the Illinois Commerce Commission has adopted the Relocation Towing Administrative Rules, 92 Ill. Adm. Code 1710.10 et seq.[external link](#), which became effective May 28, 1979.

New Contract

Start a new contract for this motor carrier.

[Start »](#)

Contracts

View a list of all existing contracts lots for a motor carrier.

[View »](#)

Storage Lots

View a list of all existing storage lots for a motor carrier.

[View »](#)

Filers

View a list of all individuals who are authorized to submit certain compliance documents for a motor carrier.

[View »](#)

Portal

Return to the Transportation Portal.

[Return »](#)



Entering New Addresses

- Select New Contract
- Select your Motor Carrier Number from the drop-down menu
- Enter the appropriate information for the location
- Click on 'Add this Address to the Contract'

Property Address Information

Start by adding a property address to this contract. When you are finished adding property addresses, proceed to add the owner's information to this contract.

Property Address Information:

Please add an address to the contract

Motor Carrier Number:

Address:

<input type="text" value="Enter a street number..."/>	<input type="text" value="Select a street direction..."/>	<input type="text" value="Enter a street name..."/>	<input type="text" value="Select a street type..."/>
<input type="text" value="Enter a city..."/>	<input type="text" value="Select a county..."/>	<input type="text" value="ILLINOIS"/>	
<input type="button" value="« Cancel"/>	<input type="button" value="Go to Property Owner Information"/>	<input type="button" value="Add this Address to the Contract »"/>	

- The following screen will appear indicating that you have submitted a new address for review by ICC staff.
- Add the property description
- Click on Yes to submit the address for review

Review Property Address

123 N Main Street, Woodstock, McHenry county, ILLINOIS is a new property address.

You will receive an email after the address has been reviewed notifying you if the address is available to be added to a contract, or if the address is not a valid address.

By clicking the Finish button, you certify that, to the best of your knowledge and belief, the information furnished herein is true, correct and complete.

Property Description:

Would you like to submit this address for review and complete the contract at a later time?

<input type="button" value="« No"/>	<input type="button" value="Yes »"/>
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- After you click yes, you will receive an email indicating your have submitted an address for review.



Entering New Contracts

- Select New Contract
- Select your Motor Carrier Number from the drop-down menu
- Enter the appropriate information for the location
- Click on 'Add this Address to the Contract'

Property Address Information

Start by adding property address to this contract. When you are finished adding property addresses, proceed to add the owner's information to this contract.

Property Address Information:
Please add an address to the contract

Motor Carrier Number:

Select a motor carrier...

Address:

Enter a street number...

Select a street direction...

Enter a street name...

Select a street type...

Enter a city...

Select a county...

ILLINOIS

« Cancel

Go to Property Owner Information

Add this Address to the Contract »

- You will be asked if you wish to add the address to the contract. Click Yes.
- There will be a screen indicating the address is available. Click Continue.
- Click on the 'Go to Property Owner Information' option.
 - The following screen will populate and must be completed.
 - Note there are drop down menus for the Storage Lot Location, Contract Type, and Distance.

Property Owner Information

Enter the property owner's information for this new contract.

Property Address Information:

123 N Main Street, Woodstock, McHenry county, ILLINOIS [Address Control Number: 62948]

Motor Carrier Number:

1

Property Owner's Information:

Please enter the property owner's or agent's information. The owner or agent must be the contact person.

John Doe

124 North Main Street

Woodstock

ILLINOIS

60098

Phone Number:

(888) 888-8888

Fax Number:

(888) 888-8888

E-Mail Address:

brandon.m.oxley@illinois.gov

Storage Lot:

100 Walnut Street, Springfield, Dupage county, ILLINOIS

Contract:

Patrol

Distance:

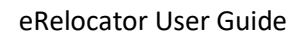
Select a distance...

« Cancel

Go to Property Address Information

Complete this Contract »

- Once complete click 'Complete this Contract'
- A Complete screen will appear. Click Done.



- To review contracts, go to the main menu and click on 'Contracts'
- Provide the information requested and click 'Next'
 - By just selecting the Motor Carrier Number and the Filter Type you will be able to view a range of your contracts.

View a list of all contracts for a given motor carrier.

- A list of your contracts will appear.
- By clicking on the 'Export Contracts to Excel' option you can open an Excel Spreadsheet to save and sort as necessary for your business practices.

[View a list of all existing contracts for a motor carrier.](#)

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Editing/Canceling a Contract

- Select the contact you wish to edit/cancel from the Contract list.
- A window will open with the contract information. Under the pertinent sections you can click Edit and change information as needed. Fields that cannot be edited will appear in grey.
- To cancel a contact. Click the 'CANCEL THIS CONTRACT' link at the top of the page and then the confirm the cancellation on the next page.

Details

Start a new annual report by entering a motor carrier number and selecting a year.

[CANCEL THIS CONTRACT](#)

Motor Carrier Number:	Relocator Tower Number:	License Expires:
1	4509	12/31/2022
Legal Name:	Trade Name:	
WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION	MISC. FEES ENTRY AND INFORMATION CENTER	
Business Address:	Mailing Address:	
527 E. CAPITOL, SPRINGFIELD, IL 62701	PO BOX 235, MAPLE PARK, IL 60151-0235	
Business Phone Number:	Business Fax Number:	Business E-Mail:
(217) 782-4654	(217) 785-1448	test@test.com

Owner or Agent Information

[Edit](#)

Full Name:	Address:	
John Doe	124 North Main Street, Woodstock, IL 60098	
Phone Number:	Fax Number:	E-Mail Address:
(888) 888-8888	(888) 888-8888	brandon.m.oxley@illinois.gov

Contract Information

[Edit](#)

Contract Control Number:	Storage Lot Address:	
39994	100 Walnut Street, Springfield, Dupage county, ILLINOIS	
Contract:	Distance:	
Patrol	15 Air Miles or Less Unincorporated Area	
Receive Date:	Cancel Receive Date:	Cancel Date:
08/08/2022		

Property Information

[Edit](#)

Address Control Number:	Property Address:	Property Description:
62948	123 N Main Street, Woodstock, McHenry county, ILLINOIS	

[« Previous](#)

Storage Lots

- To review the Storage lots on file, select 'Storage Lots' from the main menu and then select the Motor Carrier Number you wish to review and click 'Next'.
- A listing of Storage Lots will appear. If these locations need to be changed, please contact ICC staff.

Storage Lots

View a list of all storage lots for a given motor carrier.

Motor Carrier Number:	Storage Lot Address:
1	123 MAIN STREET, Springfield, IL
1	100 Walnut Street, Springfield, IL
1	

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